**Parts of a Cover Letter**

**Contact Information**  
The first section of a written or uploaded cover letter should include your contact information:

* Your Name
* Your Address
* Your City, State, Zip Code
* Your Phone Number
* Your Cell Phone Number
* Your Email Address

**Employer Contact Information**  
If you have contact information for the employer, list it below your contact information. If not, leave this section off your cover letter.

**Cover Letter Salutation**It's important to include an appropriate salutation at the beginning of the cover letter or message. If you have a contact person for your letter, be sure to include their name in your letter.

**Body of Cover Letter**  
The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up. This section of your cover letter should include:

* First Paragraph - Why you are writing
* Middle Paragraphs - What you have to offer the employer *(be specific)*
* Final Paragraph - How you will follow-up

**Cover Letter Closure**  
When you're writing a cover letter for a job it's important to close your letter in a professional manner.

Follow the closing with a comma, a space, and then your name and your contact information, if you're sending an email message.

Taken from: <http://jobsearch.about.com/od/coverletterwriting/a/cover-letter-parts.htm>